



**EDUCATION AND WORKFORCE DEVELOPMENT CABINET  
OFFICE OF VOCATIONAL REHABILITATION**

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**Beth Kuhn**  
Commissioner

**Buddy Hoskinson**  
Executive Director

**SERVICE FEE MEMORANDUM**

PS- 13-14- 4

**TO:** Office of Vocational Rehabilitation Staff  
Branch Managers, Counselors, and Assistants,  
CDPVTC Director, Case Management Director, and Counselor(s)  
Office for the Blind Staff  
Gerry Gordon-Brown and Vanessa Denham, Client Assistance Program (CAP)

**FROM:** Patricia Selch MRC, CRC  
Central Office Administrator  
Systems and Fiscal Management Branch

Victoria Reilly MRC, CRC  
Central Office Transition Program Administrator

Teresa Brandenburg MRC, CRC  
Branch Manager, Supported Employment

**DATE:** February 29, 2016 update P Selch  
April 1, 2014

**RE:** Fee Schedule for Project Search  
(District 8 ONLY)

Project SEARCH is an experience-based, adjustment model for transition aged youth in cooperation with OVR, a host employer, local high school, and community rehabilitation program (CRP). Each student will have to meet eligibility criteria for OVR services and have an Individualized Plan for Employment (IPE) written prior to start of Project SEARCH. Project SEARCH will take place during the student's last year of high school and will consist of a maximum of three site evaluations, lasting 10 weeks each, at 15-20 hours per week. The student will receive classroom instruction regarding Project SEARCH from school personnel and on the job orientation and coaching by the CRP. The host business provides a meeting room for job coaches, site evaluation experiences, and potential employment. A comprehensive Person Centered Employment Plan will be completed prior to beginning the first site evaluation to determine the student's unique skills, abilities, and interests. This report will be used to determine the three site evaluations (jobs) within the host business. Job Development will begin and be authorized after the second site evaluation as determined b-y the OVR counselor and CRP.

The CRP will be responsible for helping the consumer find employment after the third site evaluation has- ended in the event that the consumer has not been offered employment at the host business, or any other business.

Transitioning from Community Based Work Transition Program:

There may be times when the counselor deems it appropriate for a student to transition from the CBWTP into the Project Search program. The student may not participate in both programs simultaneously. Transition planning to determine when the student will be exiting high school will be necessary and the student may participate in the CBWTP exploration phase or first year program only. This will occur during the second to last year of the student's school years and the Project Search program will occur during their final year. Since the second year of CBWTP and Project Search are both training programs with the expectation of employment at the end, participation in both programs is unnecessary and a duplication of services. Likewise, the CBWTP's Compressed Year (one year program) option is predominantly a training program and therefore also not a current option to be linked with Project Search programs.

The payment structure is detailed as follows:

<b>SERVICE</b>	
<b>Evaluation</b>	<b>FEE</b>
<b>Person Centered Employment Plan (Evaluation Planning Meeting)</b>	<b>\$900.00</b>
<ul style="list-style-type: none"> <li>One-time billable per student.</li> <li>Authorized prior to start of first project site evaluation</li> <li>Payable upon counselor receipt of PCEP report and invoice .</li> <li>Use Budget Unit Number <b>6791 (Pre-ETS)</b> and Expenditure Code 11A.</li> </ul>	
<b>Site Evaluations (max 3)</b>	<b>\$600.00</b> end of 4 weeks <b>\$600.00</b> end 2nd - 4 weeks <b>\$300.00</b> after final 2 weeks
<ul style="list-style-type: none"> <li>Authorized prior to start of site evaluation</li> <li>Paid monthly</li> <li>Paid upon receipt of written report and invoice</li> <li>Payable upon counselor receipt of invoice and reports</li> <li>Use Budget Unit Number (BUN) <b>6796 (Pre-ETS)</b> and Expenditure Code 11B</li> </ul>	
<b>Job Development</b>	<b>\$750.00</b>
<ul style="list-style-type: none"> <li>Authorized after 2nd site evaluation</li> <li>Payable after consumer's first day of employment with report and invoice</li> <li>Use Budget Unit Number (BUN) <b>6796 (Pre-ETS)</b> and Expenditure Code 71C</li> </ul>	
<b>30 Days Employed</b>	<b>\$500.00</b>
<ul style="list-style-type: none"> <li>Payable upon counselor receipt of monthly reports and invoice</li> <li>Use Budget Unit Number (BUN) <b>6796 (Pre-ETS)</b> and Expenditure Code 71D</li> </ul>	
<b>60 Days employed</b>	<b>\$1000.00</b>
<ul style="list-style-type: none"> <li>Paid upon receipt of monthly report and invoice</li> <li>Use budget Unit Number <b>6796 (Pre-ETS)</b> and expenditure code 71D</li> <li></li> </ul>	

<b>90 days employed/Final Outcome Fee</b>	<b>\$1250.00</b>
<ul style="list-style-type: none"> <li>• Payable upon counselor receipt of monthly report and invoice</li> </ul>	
<ul style="list-style-type: none"> <li>• Use Budget Unit Number (BUN) <b>6796 (Pre-ETS)</b> and Expenditure Code 35P</li> </ul>	